

# Looking at the Google Docs Suite – this week... Spreadsheet!





“Tech Tools with Tine” Webinar Series Presents:

# Spreadsheet

Part of Google Docs

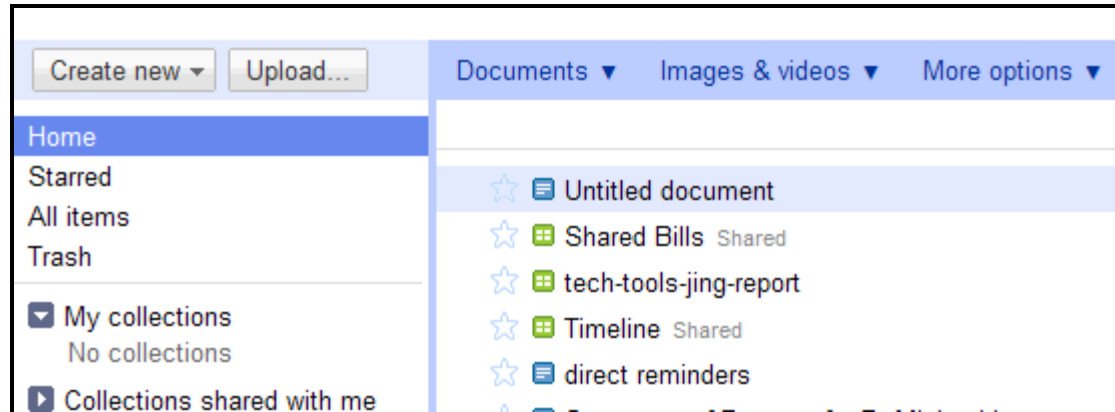
Tine Walczyk – February 18<sup>th</sup>, 2011

[tine@trainers-r-us.com](mailto:tine@trainers-r-us.com)





# What is Google Docs?



A set of office productivity applications

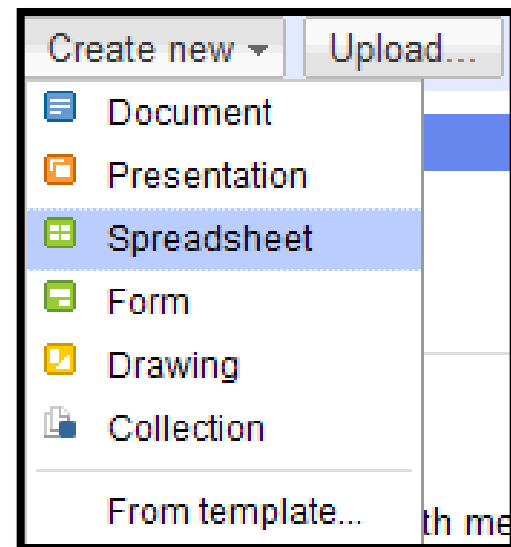
Work from anywhere

Share with anyone



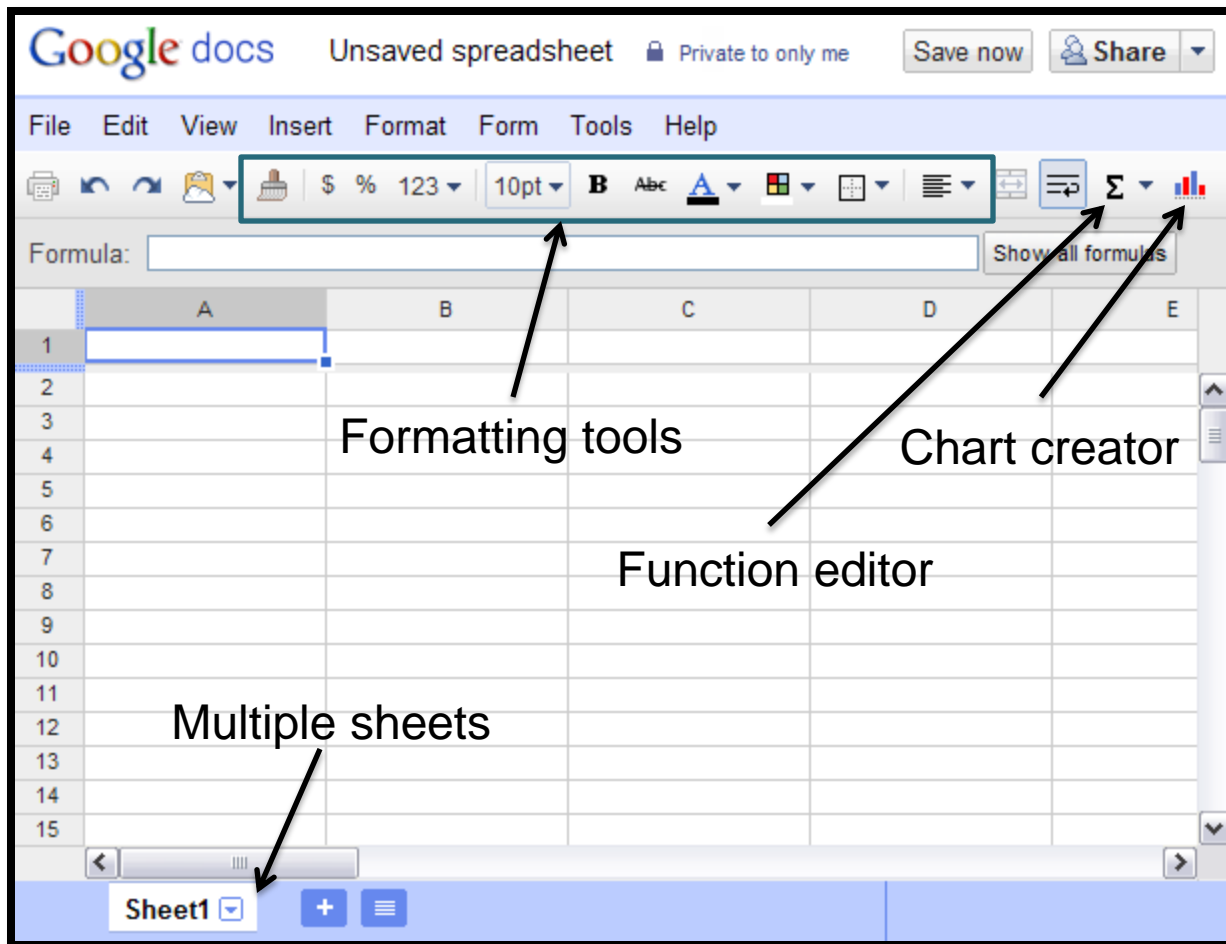
# And then, what is Spreadsheet?

- Spreadsheet is a software that provides math functions and charting/graphing ability.
- File is stored online – available from anywhere!
- Updates are live for all authorized users





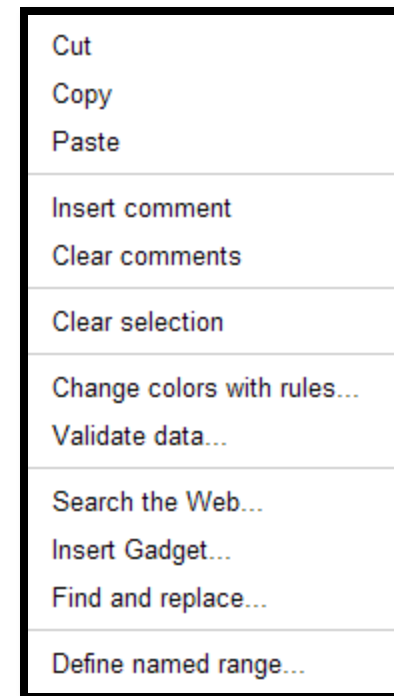
# User Interface





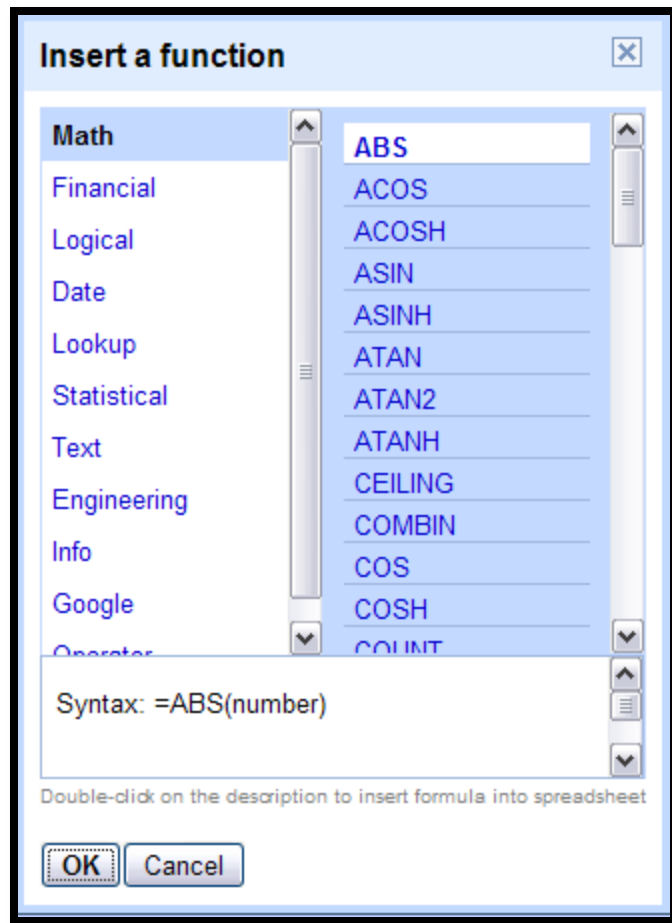
# Using Spreadsheet

- Click in cells to enter data
- Use menus and toolbars to formatting
- Bring images and gadgets from Insert menu
- Right-click menu is limited





# Calculations

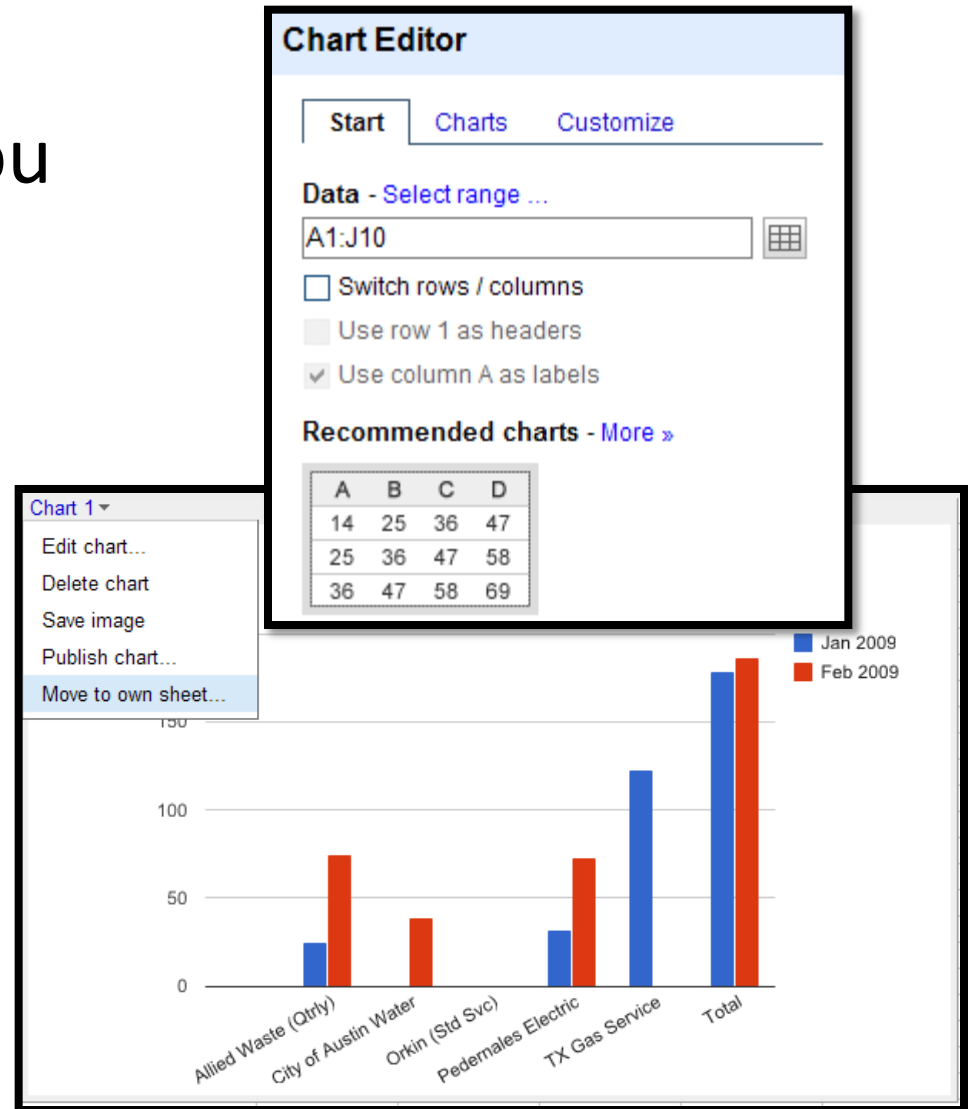


- Type in formulas
- Use the Function editor
- Show / Hide formulas at will



# Creating Graphs / Charts

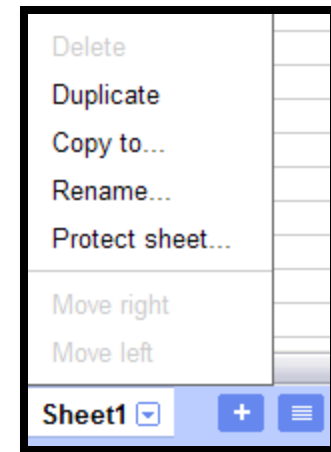
- Chart editor walks you through the process
- Chart can be altered any time





# Working with Multiple Sheets

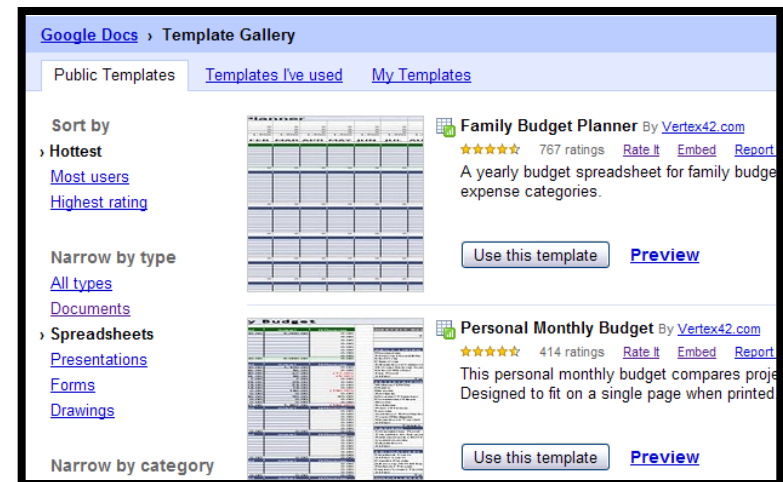
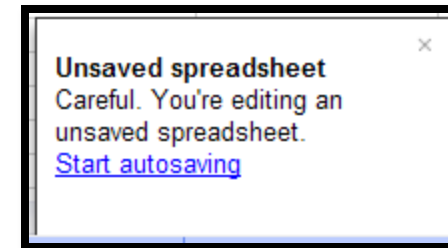
- Sheet selector in the lower left
- Allows Monthly data to be on separate sheets but all available in same file for cumulative calculations
- Show all option
- Duplicate layout / content of a sheet





# Miscellaneous Tidbits

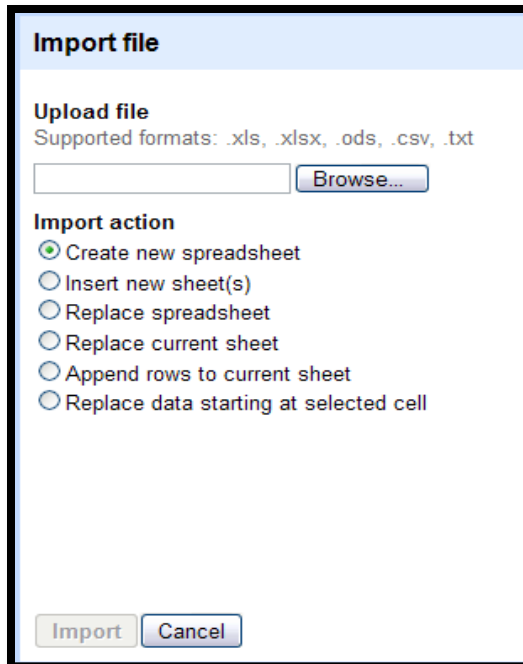
- Auto-saving is not automatically turned on.
- Fill tool does not work the same as Excel.
- Revision history is available.
- Lock the spreadsheet.
- Templates are available.





# Using Existing Data

- File, Import – bring file into existing file
- File, Open – bring in entire file

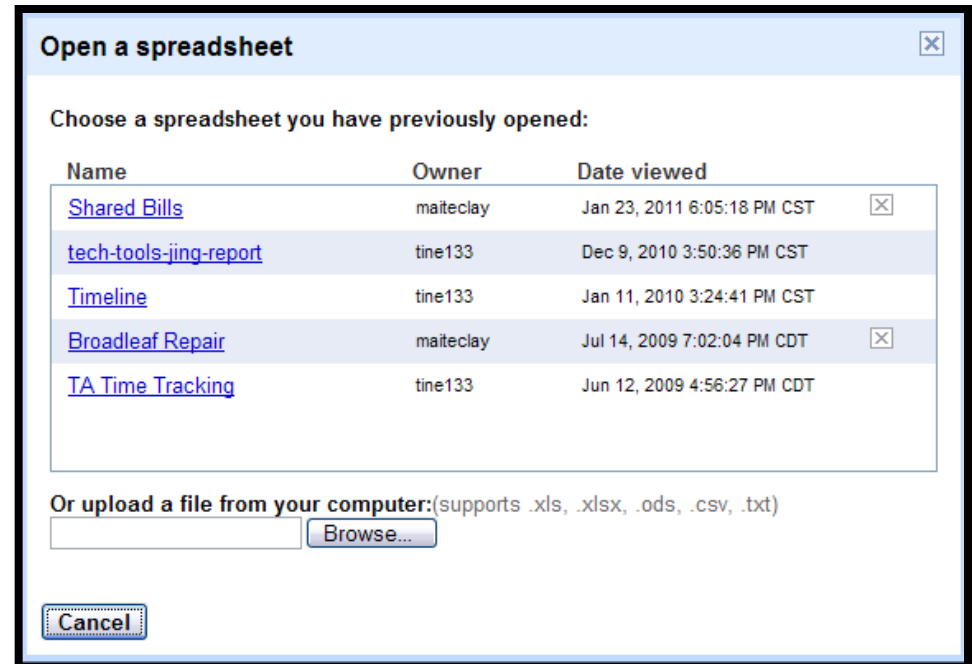


**Import file**

**Upload file**  
Supported formats: .xls, .xlsx, .ods, .csv, .txt

**Import action**

- ☒ Create new spreadsheet
- ☐ Insert new sheet(s)
- ☐ Replace spreadsheet
- ☐ Replace current sheet
- ☐ Append rows to current sheet
- ☐ Replace data starting at selected cell



**Open a spreadsheet**

Choose a spreadsheet you have previously opened:

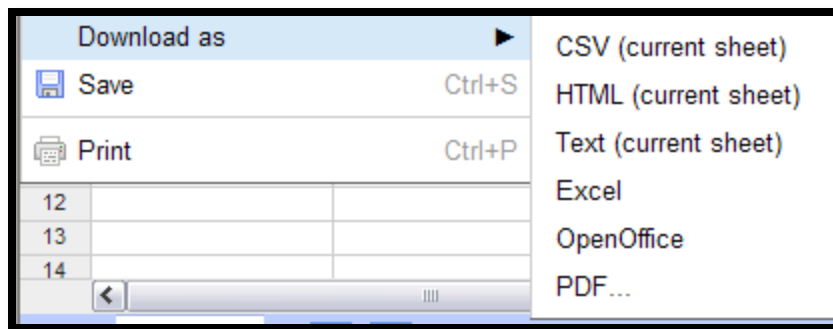
Name	Owner	Date viewed	
<a href="#">Shared Bills</a>	maiteclay	Jan 23, 2011 6:05:18 PM CST	<input data-bbox="1721 811 1750 832" type="button" value="X"/>
<a href="#">tech-tools-jing-report</a>	tine133	Dec 9, 2010 3:50:36 PM CST	
<a href="#">Timeline</a>	tine133	Jan 11, 2010 3:24:41 PM CST	
<a href="#">Broadleaf Repair</a>	maiteclay	Jul 14, 2009 7:02:04 PM CDT	<input data-bbox="1721 943 1750 965" type="button" value="X"/>
<a href="#">TA Time Tracking</a>	tine133	Jun 12, 2009 4:56:27 PM CDT	

Or upload a file from your computer:(supports .xls, .xlsx, .ods, .csv, .txt)



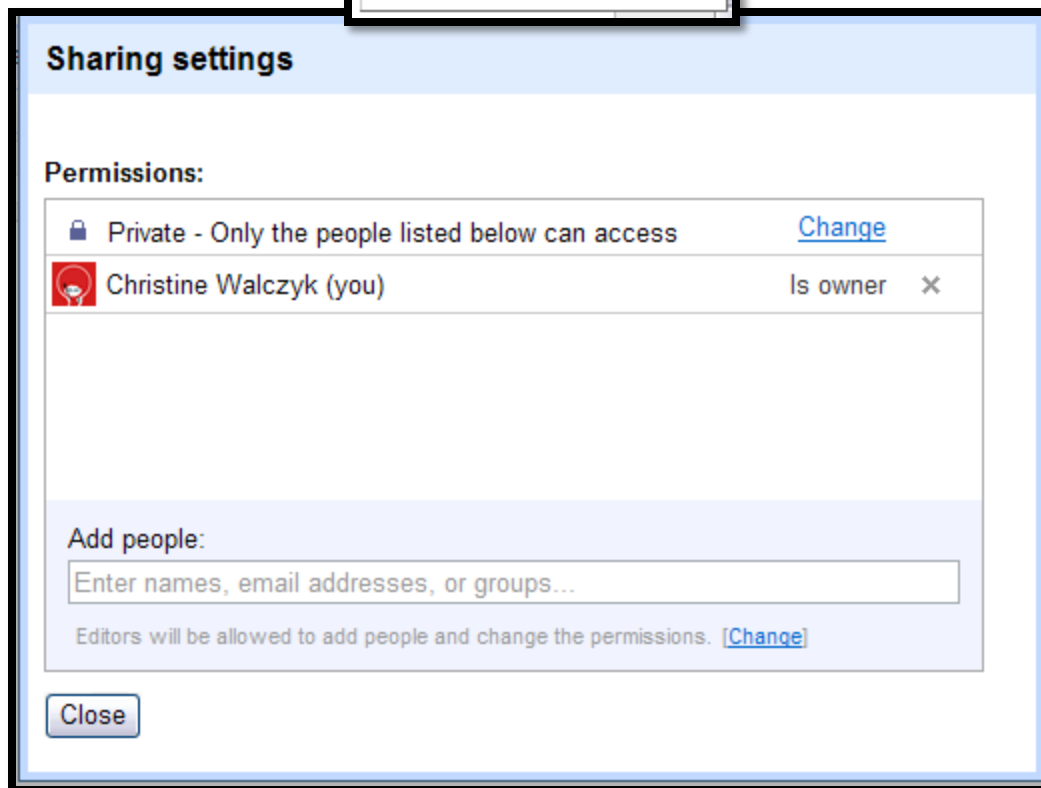
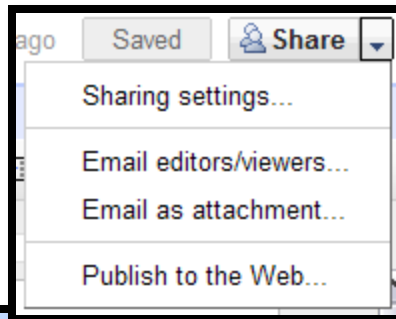
# Backing up / Sharing data

- Use File, Download as to save your spreadsheet to a local file
- Choose the correct file type
- Can save as PDF





# How to Share

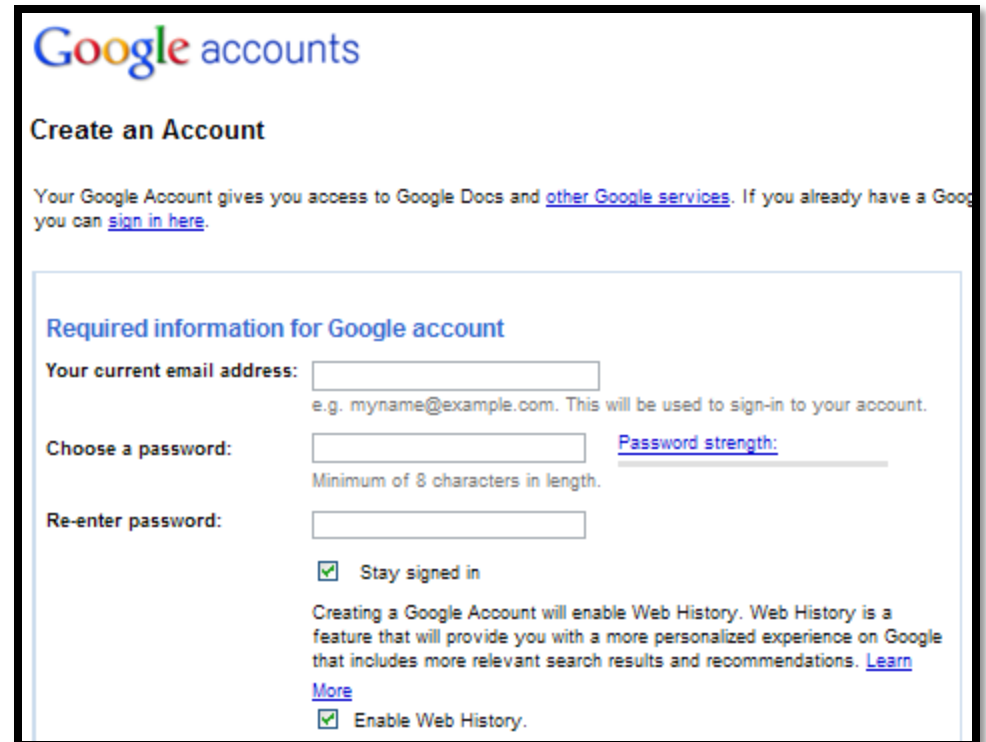


- Private
  - Others must login to share your documents
- Link
  - Anyone who has a link to your doc can work with your doc
- Public
  - Anyone can work with your document
- 2 levels
  - Editor
  - Viewer



# Setting up your account

- Google Account required
- Gmail Account not required



The screenshot shows the Google Accounts 'Create an Account' page. At the top, the 'Google accounts' logo is displayed. Below it, the heading 'Create an Account' is followed by a paragraph explaining that a Google Account provides access to Google Docs and other Google services, with a link to 'sign in here' for existing users. A section titled 'Required information for Google account' contains three input fields: 'Your current email address' (with a placeholder example 'myname@example.com'), 'Choose a password' (with a 'Password strength' indicator), and 'Re-enter password'. Below these fields are two checkboxes: 'Stay signed in' (checked) and 'Enable Web History' (checked). A paragraph explains that creating a Google Account enables Web History, which provides a more personalized experience, with a 'Learn More' link.

Google accounts

## Create an Account

Your Google Account gives you access to Google Docs and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

### Required information for Google account

Your current email address:   
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password:  [Password strength:](#)  
Minimum of 8 characters in length.

Re-enter password:

☒ Stay signed in

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

☒ Enable Web History.



# Size limits

- **From Google Docs Help:** 400,000 cells, with a maximum of 256 columns per sheet.  
Uploaded spreadsheet files that are converted to Google spreadsheets format can't be larger than 20MB, and need to be under 400,000 cells and 256 columns/sheet.
- Total FREE storage space: 1GB



# What about Privacy

- Default – everything is private
- Privacy is controlled by how you share your files
- Terms of Service – “right to reproduce”



# Helpful Information

- Google Spreadsheet Help Files --  
<http://docs.google.com/support/bin/topic.py?topic=15115>
- Spreadsheet Getting Started Guide in Help –  
<http://docs.google.com/support/bin/static.py?hl=en&page=guide.cs&guide=20322>
- Google's explanation of Terms of Service --  
<http://docs.google.com/support/bin/answer.py?hl=en&answer=82366>



# Next week...

# Drawing and Forms!!

Tech Tools with Tine Webinar presented on February 18<sup>th</sup> 2011.





# Answers to Webinar Q & A

Question	Answer
<p>In Google Docs you can create forms (like surveys). The answer to your survey appears in a spreadsheet format. I was wondering if by creating a chart from the spreadsheet information - would that mess up the survey side of the form?</p>	<p>No, it will not mess up your survey (form) if you build a chart off your results. However, a good precaution, is to have a backup (pristine copy) of your survey results spreadsheet before using the data. I know how important data integrity can be to a study!</p>